



## BOARD OF STATE AND COMMUNITY CORRECTIONS

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055*

**Position:**  
Field Representative

**Position #:**  
917-191-9613-002

**Salary Range:**  
\$8,216 - \$10,286

**Issue Date:**  
April 30, 2015

**Contact:**  
Stefanie Reyes  
(916) 322-8022  
stefanie.reyes@bscc.ca.gov

**Location:**  
Board of State and Community  
Corrections  
2590 Venture Oaks Way  
Sacramento, CA 95833

**Final Filing Date:**  
May 13, 2015  
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State  
Application and Resume to:**

BOARD OF STATE AND  
COMMUNITY CORRECTIONS  
ATTN: Stefanie Reyes  
2590 Venture Oaks Way  
Sacramento, CA 95833

**Please write "917-191-9613-002"  
on your application and indicate  
the basis of your eligibility in the  
job title section. Applications  
without this information may be  
rejected.**

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

### **Scope of Position:**

Under general direction of the STC Deputy Director, the Field Representative promotes the professionalism of the local corrections workforce by providing technical assistance and training to local corrections agencies to improve local training outcomes. The Field Representative coordinates the design and maintenance of selection and training standards for local corrections personnel, provides consultative services to support the implementation of those standards, designs and delivers training, administers a course certification system, conducts compliance reviews, develops statewide policy related to training, facilitates workgroups and meetings, and performs other related duties in support of the statewide local corrections training program.

Rotation of assignments and divisions may be required in order to manage the unanticipated workload. Traveling is necessary and required to meet the duties of this assignment.

### **Duties and Responsibilities:**

(Candidates must perform the following functions with or without reasonable accommodations.)

- **Selection and Training** – Design and conduct job analyses, portability studies and validation studies to identify job tasks and required knowledge, skills and abilities for state and local corrections personnel. Develop empirically sound and legally defensible selection and training standards for state and local corrections personnel. Administer the seven-step selection criteria system in order to comply with federal and state guidelines. Design entry level training curriculum and annual training requirements for state and local corrections personnel. Conduct qualitative reviews of corrections-related courses to assess job relevancy, instructor expertise, adherence to instructional objectives, and appropriate training delivery methodology. Collaborate with local corrections agencies and public/private training providers in the development and administration of programs designed to ensure the competence of local corrections professionals. Administer multi-million dollar allocations for training subvention to cities and counties through the assessment of annual training plans, quarterly reports and annual local correctional agency monitoring and ensure fiscal accountability, and the timely distribution and appropriate expenditure of funds.
- **Technical Assistance/Program Support and Outreach** - Advise, consult and provide technical assistance and program support to state and local agencies impacted by BSCC operations. Coordinate with local agencies on conducting needs assessments, developing training plans, identifying and assessing appropriate training and other critical elements of a successful training program in order to improve training outcomes. Coordinate solutions to emerging training needs including developing local partnership. Design and deliver training to support

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local training programs. Train state and local corrections agencies on BSCC minimum standards and effective methods for compliance. Advise and direct state and local decision makers on correctional issues under BSCC's purview. Provide corrections agencies with information to optimize their operations and accomplish their primary purpose in an effective manner. Determine objectives, set priorities and schedule activities in order to ensure the appropriate and timely delivery of services. Prepare and deliver agenda items and presentations for board meetings, task groups, management reviews, stakeholder conferences and other working groups.

- **Program Oversight and Compliance** - Plan, organize, direct, and conduct on-site inspections, investigations, and surveys of state and local corrections facilities and programs to monitor compliance with Board of State and Community Corrections (BSCC) minimum standards. Identify program deficiencies and consult with correctional agencies to develop corrective action plans. Monitor correctional agencies through ongoing communication via telephone, e-mail and/or site visits in order to facilitate their ongoing compliance with minimum standards or corrective action plans. Evaluate the effective, efficient and appropriate use of correctional funding by state and local agencies and in accordance with state and federal laws, regulations, policies and procedures.
- **Policy Development** - Formulate regulations, policies, procedures and guidelines on a variety of correctional issues related to training. Develop, revise and promulgate minimum standards for state and local corrections agencies. Monitor and evaluate emerging national, state, and local programs and "best practices" in a systematic manner in order to develop effective policy and capitalize on new opportunities. Analyze complex corrections issues, programs and legislation, and present information, alternatives, and policy recommendations to the Legislature, BSCC Board, local governing bodies and other entities. Prepare bill analyses, issue memos and other written documents to effectively explain and convey the impact of proposed legislation and administrative actions on corrections programs.
- **Mediation and Facilitation** - Facilitate meetings, task forces, executive steering committees, work groups and advisory groups, and lead groups to closure through consensus building. Instruct groups on issues related to the BSCC's mission and goals. Mediate disputes concerning local, state and national standards and court decisions as they impact BSCC programs. Provide a link between local, state and federal interests. Make determinations on difficult, politically sensitive state and local corrections problems to avoid or reduce possible litigation. Establish and maintain cooperative relationships with stakeholders, constituents, organizations and governing bodies impacted by the BSCC's mission. Actively participate in conferences, meetings, or hearings involving problems or issues of considerable consequence or importance. Facilitate a common understanding of the problem and thereby develop a satisfactory solution by either convincing individuals, arriving at a compromise, or developing suitable alternatives.
- **Research and Special Studies** – Plan, organize, direct, implement and review comprehensive needs assessment surveys, organizational studies, and program reviews and write findings reports. Evaluate the needs of corrections agencies, research feasible and innovative solutions to identified problems and issues, and recommend appropriate solutions. Prepare plans and proposals that meet the needs of corrections agencies while maintaining BSCC organizational credibility and program responsibility; evaluate agency program and budget activities. Respond in

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a flexible and timely manner to the BSCC and its management team on a variety of special assignments and issues.

- **Subject Matter Expert** – Testify as an expert witness before boards of supervisors, city councils, grand juries and state and federal courts. Serve as a subject matter expert before state and local government and law enforcement groups, detention organizations, commissions, task groups, and citizen groups.
- **Other Duties** – Perform other Field Representative related duties critical to the successful administration of BSCC's programs.